

Personal Property Management Manual

§2632.1 Personal Property Regulations



OFFICE OF CONTRACTING & PROCUREMENT

One Judiciary Square, Suite 800 South
441 4th Street, NW Washington, DC 20001-2714

Personal Property Management Manual

Although not an official revision, the regulations outlined herein represent a rewrite and update of, and were transcribed from, the Department of General Services' Materiel Management Manual, Section 2632 (Equipment Management), issued July 1, 1974.

The Chief Procurement Officer, CPO and Director of the Office of Contracting and Procurement (successor to the Department of Administrative Services; successor to the Department of General Services) is delegated authority and responsibility to perform certain centralized procurement services for District government agencies. To develop and implement effective contracting procedures, to perform centralized services in connection with contract administration, and to perform other service and regulatory functions in connection with the acquisition, use and disposal of goods and services.

The original Materiel Management Manual was issued as a "comprehensive compilation of the principles, rules and directions to ensure the judicious use of public funds designated to procure, maintain and dispose of equipment, supplies and services used by the Government of the District of Columbia," to carry out its functions.

Specifically, the Materiel Management Manual was intended to provide all District of Columbia government entities with a uniform set of policies and procedures in the areas of procurement, contracting, supply and personal property management, and motor fleet management. Sub-section 2632.1 (Personal Property Regulations), specifically relates to personal property management and it is the intent of the Office of Contracting and Procurement, and the Personal Property Division that it serve as a guideline to Agencies in the management, utilization and disposal of personal property.

To that end, sub-section 2632.1 of the regulation has been rewritten and updated to include the current nouns and nomenclature of District government Departments, Agencies, Offices and Officers. Where applicable, the following changes have been made:

From	To
Department of General Services	Office of Contracting & Procurement
Bureau of Materiel Management	Office of Contracting & Procurement
Equipment Management Branch	Personal Property Division
Mayor-Commissioner	Mayor
Director, Department of General Services	Director, Office of Contracting & Procurement/Chief Procurement Officer, (CPO)
Chief, Equipment Management Branch	Chief, Personal Property Division
Materiel Management Officer	Personal Property Officer, (PPO)
Department of Finance & Revenue	Department of Tax & Revenue
Equipment Management	Personal Property Management

The original Materiel Management Manual remains the governing authority for personal property management in the District government. The attached update does not represent an official revision of the regulations outlined in Sub-Section 2632.1 of the manual, but is for the convenience of District government personal property professionals and Accountable Property Officers or other subsequent users.

Jacques Abadie, III, CPCM, CPO
Director,
Office of Contracting & Procurement

Canardo M. Richardson, CPM, PPO
Chief,
Personal Property Division

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§2632 PERSONAL PROPERTY MANAGEMENT

§2632.1 PERSONAL PROPERTY REGULATIONS

A. Purpose

1. The purpose of these regulations is to establish policies, procedural instructions and other related requirements for the control of Personal Property in the District of Columbia Government.
2. The Chief Procurement Officer and Director, Office of Contracting and Procurement, (CPO) has been delegated the authority to promulgate these regulations. Where indicated, authority has been re-delegated to the Chief, Personal Property Division, District of Columbia Personal Property Officer, (PPO), Office of Contracting & Procurement.

B. Policy

1. **Accountable Property:** It shall be the policy of the government of the District of Columbia to maintain record control as to quantity and value of all personal property defined by Part C, Section 6 of these regulations as accountable property.
2. **Non-Accountable Property:** The financial control of non-accountable property is to be exercised by the head of each Department in accordance with, (i.a.w.) Title 2, DC Accounting Manual. This property is subject to the requirements of these regulations as to security, proper storage and utilization.

Excessive stocks of serviceable non-accountable property may be transferred between Departments or to the Personal Property Division for purposes of utilization elsewhere in the District government or for disposal.

Departments shall report excessive or constantly recurring losses or shortages of non-accountable property not susceptible to reasonable explanation, or under circumstances implying gross negligence or theft, to the PPO. Action will be taken i.a.w. Part G of these regulations.

3. **Responsibility of Department Heads:** The head of each Department of the District government is accountable for the proper use, care, maintenance and security of personal property in order to assure that it is properly utilized and in the best interests of the District government.

To effect compliance with the foregoing each Department will prepare instructions to inform all employees of their responsibility in the proper care, use and safeguarding of all property.

Copies of each issuance and any subsequent changes thereto will be furnished to the PPO.

4. Coverage: Except as otherwise indicated herein, the provisions of these regulations apply only to the control of accountable property as defined in Part C, Section 7 of these regulations.

C. Definitions

1. Accountability: The obligation of any individual designated to maintain records of item balances, showing authorized debits, credits, and available balances on hand or in use by an agency.
2. Responsibility: Employees are responsible for the proper custody use, care, and safekeeping of District property entrusted to their possession or under their direct supervision.
3. Accountable Property Officer: An employee vested by the Department Head with accountability for property. He or she maintains records in connection therewith, irrespective of whether the property is in his/her own possession for use or storage, or in the possession of others to whom it has been entrusted for temporary use or care and safeguarding.
4. Board of Survey: A board of duly appointed members authorized to act in certain matters relating to the disposition of personal property and, when so authorized, to determine the liability of employees in cases involving lost, stolen, damaged or destroyed property.

When a Board of Survey is required to act for any purpose herein it shall be composed of three members to be selected from any three Departments of the District but not to include employees of the Personal Property Division or the Department within which loss or damage shall have occurred. Members of the Board of Survey shall be designated by the PPO from the established panel of nominees appointed by the CPO to investigate losses valued in excess of one thousand (\$1,000.00) dollars.

5. **Personal Property:** For the purpose of these regulations personal property is property of any kind or any interest therein, except real property, money, instruments used as money, tokens, stamps, or other negotiable properties.
6. **Accountable Property:** Accountable property is any article of personal property which;
 - a. is complete in and of itself;
 - b. does not lose its identity or become a component part of another article when put into use;
 - c. is of a durable nature with an expected service life of over one year; and
 - d. in addition to the foregoing, must be significant as to unit price or nature. An acquisition value of one hundred (\$100.00) dollars shall be considered significant as to unit price. Examples of articles which may be significant because of their nature are: firearms, certain types of instruments of precision, machines, articles of precious metals, and articles partially made thereof; badges, seals and other devices indicating official approval or authority; and articles of property possessing inherent attractiveness and which are easily portable.

Certain exceptions to the foregoing rule may be necessary to comply with approved accounting procedures developed for specific activities by the Office of Budget and Program Analysis.

7. **Non-Accountable Property:** Non-Accountable Property is property which has an acquisition value less than one hundred (\$100.00) dollars per accountable unit or which, when applied to use, is consumed, loses its identity or becomes a component part of other property.
8. **Financial Control:** The cost or other value of accountable property shall be recorded in a property control account, the supporting detail for which appears on property record cards or automatic data processing, (ADP) printout as appropriate. The balances shown in the property control account should equal the sum of the balances of the detailed property record cards or ADP printouts.

9. Department: Any Department, Agency, Board, Office or other basic organizational unit of the Government of The District of Columbia.
10. Disciplinary Action: For the purposes of these regulations, disciplinary action will be administered i.a.w. Chapter 16 of the District of Columbia Personnel Manual.
11. Acquisition Value: Acquisition value is the cost at which property is purchased by the District or, with respect to property acquired without cost from whatever source, its estimated fair value at the time of such acquisition, (See District of Columbia Government Accounting Manual for provisions regarding acquisition and capitalization).

D. Ownership

Title to Property: Title to all property is vested in the Government of The District of Columbia. The Departments have custodianship and are responsible for all property purchased from appropriations or funds acquired by transfer, donation, or otherwise.

E. Accountable Property Officers

1. Designation: The head of each Department will designate in writing to the Chief, Personal Property Division a supervisory or administrative employee appointed as Accountable Property Officer for the purpose of receipting for and having custody and supervision of all property assigned to them. Accountable Property Officers will be designated as necessary to provide complete coverage for all property in the custody of each Department.

Alternate Accountable Property Officers may be designated in the above manner, when in the opinion of the Department Head such appointment is necessary.

The Chief, Personal Property Division will maintain a current record of all such designations.

2. Bonding: The positions of designated Accountable Property Officers are bonded for five thousand (\$5,000.00) dollars and should additional bonding be required the Department Head should submit his request to the Office of Contracting & Procurement with a statement of justification.

3. Responsibilities: An Accountable Property Officer will be a supervisory or administrative employee having responsibility and authority to require utilization and care of property assigned to his organizational unit. He will be responsible for:
 - a. maintaining records to reflect accountability for property assigned;
 - b. proper utilization and care of all property assigned;
 - c. reconciliation of physical inventories with property records; and
 - d. reporting to the Chief, Personal Property Division, through appropriate intra-departmental channels, excess stocks of property available for inter-departmental transfer or other disposition.
4. Relief from Responsibility: Authorized officials for authorized use may give relief from responsibility.

Relief from responsibility for lost, stolen, damaged or destroyed property amounting to less than one thousand (\$1,000.00) dollars, may be granted by the PPO when satisfied that the recommendation submitted by the Department Head clearly indicates that a thorough investigation of the incident has been made and no employee liability is evident.

Relief may be granted by a Board of Survey when such value is one thousand (\$1,000.00) dollars or more; However, their findings are subject to the approval (in cases up to twenty five thousand--\$25,000.00--dollars) of the CPO and in cases in excess of twenty five thousand (\$25,000.00) dollars are subject to the approval of the Mayor.

5. Special Responsibility for Excess Property: Property found to be surplus to the requirements of the District shall remain in the custody and control of its holder until receipt by that person from the Chief, Personal Property Division of either:
 - a. An executed Property Disposal Action, (PDA) form authorizing its disposition;
 - b. A Scrap Delivery Order authorizing surrender of waste and scrap material to Contractor for same; or
 - c. An order of acceptance by Contracting Officer (Chief, Personal Property Division) together with Release Letter authorizing surrender of property to the successful bidder for same. In the case of titled motor vehicles, the custodian shall require the purchaser to exhibit properly assigned motor vehicle titles before releasing property.

The Accountable Property Officer in whose accounts such property is recorded shall retain copies of all such documents.

6. Special Responsibility upon Termination of an Employee: Upon separation from service of any employee, the appropriate Accountable Property Officer shall immediately determine whether or not such employee has complied with the requirements of Part F, Section 1 of these regulations.

If he finds that the employee is liable for any debt, a statement should be prepared for circulation through departmental channels for notification of Personnel, Budget and Directors Office after which the statement shall accompany the final time and attendance report, notifying the Accounting Division, Department of Tax & Revenue, to withhold issuance of the final pay check until the claim against the employee has been satisfied. Upon satisfaction of such claim, the Accountable Property Officer shall promptly notify the Accounting Division.

F. Employee Responsibility

1. Proper Use, Protection and Accountability: Each employee will be held responsible for the proper use and protection of any District property coming into his custody and control. Upon separation from service he must return, reimburse the District or otherwise satisfactorily account for all such property. The employee may be held financially liable for any violations of the responsibility, which would result in a loss to the District.
2. Misuse of Property: Except in emergencies threatening loss of life or property, or as may be authorized by law or other legal authority, no employee shall use or permit other persons to use Government property for any purpose other than in the performance of work of the District.
3. Property Loss, Stolen, Damaged or Destroyed: Whenever accountable personal property is lost, stolen, destroyed or damaged beyond repair the employee who had custody of the property at the time will forward immediately upon detection of the incident to the Accountable Property Officer, a Report of Personal Property Lost, Stolen, Damaged or Destroyed, (DC form 2630-10).

Include in the report a list of articles, complete facts and circumstances attending their loss, damage or destruction, and if the property was lost or stolen, the action taken to recover the property including the name and badge number and station of the Police Officer to whom it was reported.

If loss, damage or destruction was caused by or due to any insured accident, hazard or risk, include also, the name of the insurer and that of the insured, a statement of the action taken or to be taken by the insured to establish a claim. The Accountable Property Officer will transmit the report, with a PDA, to the Personal Property Division.

Non-accountable property may be subject to similar reporting under conditions set forth in Part B, Section 2 of these regulations.

4. Recovery of Property Appropriated for Personal Use: If any article of District property is appropriated for personal use by any employee of the District, the head of the Department in which the individual is employed will take immediate steps to recover the property or its value from the employee. Pending recovery, the employing Department will establish an account receivable for the amount of indebtedness. Any money recovered will be promptly transmitted to the District of Columbia Treasurer for deposit in the proper fund. The Department shall also take appropriate disciplinary action.
5. Relief From Responsibility: Employees having custody or control of property shall continue to exercise reasonable care in the use, safeguarding and security of the same until relieved of responsibility thereof by authorized transfer, destruction or abandonment, or by being consumed in authorized use. Relief from responsibility for lost, stolen or damaged property will be granted in the same manner as provided in Part E, Section 4 of these regulations.
6. Special Responsibility for Excess Property: Property reported to the Personal Property Division as excess shall remain under the same custody and control as theretofore existed until the Accountable Property Officer or employee is notified in the manner prescribed, in Part E, Section 5 of these regulations, for disposition to be made.

7. Disciplinary Action: Whenever personal property is misused, appropriated for personal use, stolen, destroyed or damaged, through the neglect or dereliction of the employee entrusted with its custody, the Department Head shall take disciplinary action as may be warranted by circumstances.

G. Liability for Lost, Stolen, Damaged or Destroyed Property

1. Employee Liability: Whenever accountable personal property is lost, stolen, damaged or destroyed, the employee or employees responsible for its custody, use and protection will be held liable for such property unless relieved of liability by the Personal Property Officer of the District of Columbia, or by an authorized Board of Survey.

The Accountable Property Officer shall without delay refer all cases less than one thousand (\$1,000.00) dollars to the Personal Property Officer for necessary action; and all incidents above one thousand (\$1,000.00) dollars to the CPO for referral to a Board of Survey as provided in Part G, Section 2 of these regulations.

In cases involving property valued in excess of one thousand (\$1,000.00) dollars and less than twenty five thousand (\$25,000.00) dollars, the findings of the Board of Survey shall be subject to the approval of the CPO. Those cases in excess of twenty five thousand (\$25,000.00) dollars, the findings of the Board of Survey are subject to the approval of the Mayor.

2. Duties and Responsibilities of Boards of Survey: A Board of Survey shall fully investigate all cases of lost, stolen, damaged or destroyed property (except damage to District owned motor vehicles, having an appraised or estimated value of one thousand (\$1,000.00) dollars or more) at the time of occurrence and will determine whether involved employees are to be held financially liable. It shall call for all evidence obtainable and will not limit inquiries to evidence or statements presented by employee(s) involved.

It shall scrutinize and carefully consider the evidence and will not relieve the involved employee(s) of liability unless fully satisfied that those charged with care or use of the property or responsibility for the observance of regulations regarding its use, care, and safekeeping, have performed their whole duty with regard to it.

Where disciplinary action appears to be warranted, the Board may make an appropriate recommendation to the head of the employing Department, for his consideration and action.

The CPO will determine property values for application of this Section of these regulations.

3. Duties and Responsibilities of the Chief, Personal Property Division: In cases involving lost, stolen or damaged property (except damage to District owned motor vehicles, having an appraised or estimated value less than one thousand (\$1,000.00) dollars) the Chief, Personal Property Division shall investigate all available facts regarding the occurrence and will submit to the CPO his findings and recommendations for his review and decision in the matter.

The Chief, Personal Property Division is authorized to determine property values for application of this Section of these regulations.

4. Basis for Determining Amount of Liability: The amount to be charged employees held liable for lost, stolen or destroyed property shall be based on its original cost to the District, less reasonable depreciation, taking into consideration its age and condition at the time it was lost, stolen or destroyed.

In the case of donated property or property acquired through transfer at no cost, the value placed thereon for inventory purposes shall be substituted for the original cost to the District.

The amount to be charged employees held liable for damaged property shall be the actual cost to the District to put the property in the same condition it was in immediately preceding the time it was damaged; or in the event the damaged property is continued in use without repair, the amount to be charged shall be the difference between its fair market value immediately before it was damaged, and the fair market value immediately after it was damaged.

These values may be determined by appraisals of at least two disinterested authorities on the particular property or by other reasonable methods acceptable to the CPO.

5. Appeal From Decisions: An employee held responsible or pecuniary liable for lost, stolen, damaged or destroyed property by action of the PPO of the District of Columbia or by the approved findings of a Board of Survey, shall have the right to appeal such decision as a grievance as provided in Chapter 15 of the District of Columbia Personnel Manual.
6. Damage to Motor Vehicles: The extent of damage to District owned motor vehicles and the liability for payment thereof shall be determined i.a.w. the provisions of Title 7 of the District of Columbia Accounting Manual. In addition, compliance with Part F, Section 3 of these regulations is required.

H. Capitalization of Personal Property

1. General: Personal property shall be capitalized i.a.w. Policies prescribed in Title 2 of the District of Columbia Accounting Manual. The Accounting Division of the Department of Tax & Revenue shall record this property in the general ledger of the District.

The CPO will resolve questions as to the accountability of individual items or class of property. A list of typical items and types of accountable property is published in booklet form (List of Commodities and Services).

All accountable property as defined in Part C, Section 6 of these regulations, shall be capitalized.

I. Item Control

1. Records: Each Department will prescribe and maintain a record system for accountable property. The system will be uniform throughout the Department.

Mechanized property recording is desirable. Records may be maintained on property record cards, (DC form 2630-11, Exhibit C) or ADP printouts, and as a minimum must reflect the following information:

- a. Description of the article;
- b. Commodity class or group;
- c. Location of property;
- d. Date of transaction (acquisition or disposition);
- e. Quantity (received, disposed of and/or on hand);
- f. Unit cost;
- g. Number of supporting documents (purchase order, transfer document, etc.); and
- h. Manufacturer's serial number (if applicable).

A Personal Property Management System is being developed and will become the standardized system for the entire District. Implementation instructions will be furnished.

- 2. Accessories: Accessories use in connection with accountable property, when considered alone as accountable, such as detachable camera lenses and shutters, microscope oculars and objectives, form bars for accounting machines, etc., should be described on the property records by serial number, power magnification, speed aperture, or other pertinent identification. Separate records may be maintained for such items, or they may be described on the same record with the primary item.
- 3. Controlled Property, (Precious Stones, Metals and Narcotics): Property of a precious, or controversial nature, such as diamonds, gold, platinum, other precious stones, metals and articles partially made thereof, when the value is significant, that are highly pilferable, and all narcotics will be specially safeguarded and will be accounted for by weight, size or identification mark.

A receipt will evidence every transfer of such property from one employee to another. Any loss, damage, consumption in use, or other disposition of such stones and metals, after approval by a designated responsible official will be properly recorded.

In addition to any other requirements of these regulations, the acquisition, retention and issuance of narcotics and dangerous drugs are subject to the specific provisions of the Bureau of Narcotics and Dangerous Drugs, Department of Justice (P.L. 91-5113).

J. Financial Control

1. General: Each Department shall maintain a property control account in which will be recorded all accountable personal property which is on hand, acquired, or disposed of i.a.w. these regulations. The property record cards or ADP printouts will serve as the basic records to support the balances in the property control account. The total valuation shown by the cards or ADP printout shall be kept in agreement with the property control account.
2. Adjustments: Annually, at the close of the fiscal year, each Department shall verify the accuracy of the accountable property records by a physical inventory as provided in Part M of these regulations and shall bring its control account into agreement therewith by adjustments subject to prior approval by the CPO. The adjusted and verified balance shall then be reported not later than September 15th annually to the Accounting Division, Department of Tax & Revenue for posting necessary adjustments to the general asset account maintained in that office; such report to be prepared i.a.w. the form illustrated in Figure 1 in the appendix of these regulations.
3. Depreciation: Depreciation, the areas of its application of formulas for its computation are not prescribed by these regulations. Neither inventory reports nor property record card (or ADP printout) values required by these regulations are to be reduced to indicate depreciated values. Acquisition value as determined i.a.w. Part G, Section 11 of these regulations will be maintained as inventory values throughout District ownership of accountable property.

K. Receipt of Property

1. Report of Receipt of Property: Accountable property, which is acquired by purchase, transfer, construction, manufacture, or donation, will be recorded on the property records.

2. Receipts by Accountable Property Officers: Accountable property records will be supported by acceptable evidence of receipt by Accountable Property Officers to whom such property has been assigned.
3. Invoices and Receipts for Property Transferred: invoices and/or receipts will evidence all transfers of accountable property.

L. Identification of Property

1. Marking to Show Ownership: The Department may mark articles of accountable property for purposes of identification so as to indicate possession. Individual property numbers may be used except that property bearing manufacturer's serial numbers shall also identified by such numbers in the description thereof in the property record.

M. Physical Inventories

1. Annual Inventories: Physical inventories of all accountable personal property will be made at least annually by each Department, except as provided in Part M, Section 2 of these regulations. Physical inventories of small items of high value, such as articles of a precious nature should be made as warranted, by frequency of use or other circumstances. Such inventories will be retained by the Departments and will be subject to review and verification by the Personal Property Division, and by other Agencies of the District in the performance of their official functions.
2. Special Inventories: Upon the death, resignation, retirement, transfer, reassignment, or extended absence of an Accountable Property Officer, the official designated by the Agency to assume accountability and a disinterested responsible agency official will jointly take an inventory of the accountable personal property for which the former Accountable Property Officer was responsible and will receipt for such property. The former Accountable Property Officer or his estate may be held financially liable for all property that cannot be properly accounted for.

3. Waiver of Inventories: The CPO may waive the inventories required by Part M, Sections 1 and 2 of these regulations. Upon request of an individual Department when in his opinion such Department maintains a perpetual inventory with satisfactory current controls, in which case a total of the values shown on the property records may be substituted for the physical inventory totals otherwise required in these regulations and for adjustment purposes as required under Part N of these regulations. Such waiver must be requested and granted annually or upon the occurrence of situations contemplated by Part M, Section 2 and nothing herein shall preclude the CPO from requiring either a partial or a complete physical inventory at such other times as he may deem necessary to effect proper accountability for property.
4. Certifications: All physical inventories shall be certified by the individual or individuals taking them as to the fact that the items inventoried are on hand.
5. Commodity Group Numbers: To insure uniformity of commodity group numbers throughout the District, effective with the adoption of this manual all Departments of the Government of the District of Columbia shall use the class numbers as published by the Office of Contracting & Procurement, (DC form 2630-9).

All property records and prepared inventories shall be arranged and identified numerically to conform to the above classification system.

N. Reconciliation of Property Record

1. Physical Inventories: The property records will be reconciled with physical inventories immediately following each annual and special inventory. In connection with special inventories only those records pertaining to the applicable Accountable Property Officer need be reconciled.
2. With Control Account: The property records will be reconciled with the balances in the property control account, annually, in conjunction with the reconciliation with the physical inventories as prescribed in Part N, Section 1 of these regulations.

3. Adjustments: Following reconciliation with the physical inventories, the property record cards (or ADP printouts) and the control account must be adjusted to agree with the physical inventories. Adjustments shall be listed on a PDA and such when approved by the CPO shall be used as the source of posting. Adjustment documents should be cross-referenced to the physical inventory forms, where applicable.
4. Unaccountable Shortages: Shortages revealed by physical inventories which cannot be accounted for by rechecking inventories and receipts, issues, and other records, shall be referred by the Accountable Property Officer to the CPO for determining responsibility and liability or for referral to a Board of Survey in proper cases. In such the approved survey reports shall be used as the authority for adjusting the records.

O. Disposition and Retirement form Service

1. Disposition and Retirement form Service: The recorded cost of any item of accountable property which is retired from service, transferred, sold, or exchanged will be removed from property records and the control account, upon notification of the Chief, Personal Property Division.

P. Use of Unserviceable Property

1. Use of Unserviceable Property: Accountable property that has become unserviceable may be salvaged for construction or repair of other property. In such cases, the articles will be dropped from the property records and the control account using an approved PDA form as the authority.

Q. Disposal of Excess Property

1. Determination of Excess: Each Department shall, at least once a year, evaluate its personal property and report to the Chief, Personal Property Division any property found to be unserviceable, damaged beyond economical repair, obsolete or excess to its requirements, and the same shall be disposed of in accordance with the recommendation of this office.

2. Storage and Reissue: The Personal Property Division, shall maintain a warehouse for the storage, display and issuance of useable personal property found to be excess to the requirements of any Department.
3. Unsaleable Surplus: If by reason of its lack of further useable life or inherent value or for the protection of public health and safety, the Chief, Personal Property Division finds that property which is surplus to the requirements of the District should not be sold, he may order its destruction by consignment to an approved landfill or by such other means as are appropriate.
4. Saleable Surplus: Property found by the Chief, Personal Property Division to be surplus to the needs of the District, but which retains useable life or possesses residual value sufficient to warrant sale thereof shall be disposed of by competitive bid sale, by negotiated sale or by trade-in for a reasonable value in the purchase of like property.

No personal property of the District offered for sale i.a.w. this subsection shall be purchased, either directly or indirectly by any employee of the District, or his agent, or by any member of his household.

5. Competitive Bid Sale: The term Competitive Bid Sale shall include Sealed Bid or Spot Bid Sales. The Chief, Personal Property Division shall exercise his discretion in selecting the type of sale to be held in each instance, based on the character of the property, the quantity and location thereof, its value and the probable demand therefor. Similar considerations shall determine the necessity and amount of bid deposit, dates of delivery, extent of publication, inspection dates, lotting of quantities, location of sales or other conditions.
6. Negotiated Sale: The Chief, Personal Property Division (appointed Contracting Officer) may negotiate the sale of any property for the fair market value thereof up to the amount of five hundred (\$500.00) dollars for any one transaction, provided such property has first been offered for sale in accordance with Section 5 of these regulations, and no satisfactory bid therefore has been received, except, that, he may similarly negotiate the sale of any property upon approval by the CPO whether or not such property has been previously offered for sale as provide in said Section 5 above.

7. Trade-in of Property: Property intended for trade-in on the purchase of new like equipment shall be reported to the Chief, Personal Property Division on a PDA form for his approval or appropriate disposition.

R. Gifts and Donations

1. Acceptance: Personal property for which a need exists may be acquired by gifts or donation to the Government of the District of Columbia, subject to conditions in the following sub-section.
2. Condition of Property: Property so acquired must be in useable condition or capable of being placed in such condition without unreasonable expenditure of funds.
3. Value of Ten Thousand (\$10,000.00) Dollars or Less: Department heads will not accept any gift or donation, with a value up to ten thousand (\$10,000.00) dollars, prior to approval of the CPO. Upon notice of such gift or donation, the Department will submit to the Chief, Personal Property Division, a PDA form listing and describing the property, its age, condition, current value and its intended use. After verification, the Chief, Personal Property Division will submit to the CPO for approval.
4. Value Over Ten Thousand (\$10,000.00) Dollars: Department heads, prior to acceptance, will notify in writing to the CPO any one gift or donation offered to them having a value in excess of ten thousand (\$10,000.00) dollars. Their notification will include a description of the property, its age, condition, current value and its intended use. The CPO will submit the request to the Mayor with appraisal as to whether acceptance is in the best interest of the District. Approval for acceptance will be at the option of the Mayor.

5. Donated Motor Vehicles: Acceptance of any type of motor vehicle as a gift or donation are subject to the conditions outlined in Part U, Section 6 of these regulations.
6. Title: All gifts or donations of personal property shall include all rights, title and interest therein and shall not require the return thereof to the giver, donor or any other person. Ultimate disposition of such property shall be made only i.a.w. the provisions of these regulations.
7. Inclusion in Records: The receipt of all accountable personal property acquired by gift or donation shall be recorded in the personal property records and the property control account of the Department.

S. Inspection of Records and Property

1. Examination of Records: At such times and to the extent he deems proper to secure compliance with these regulations, the CPO shall cause an examination to be made of the property records of each Department in order to determine the adequacy and accuracy thereof. His examination may cover purchase records, receiving reports, property and stock cards issue documents, inventories and other pertinent documents. Such examination shall not preclude investigation and audit of the same records by any other duly authorized agency.
2. Storage Facilities and Utilization: At his discretion, the CPO may direct an inspection of storage facilities within a Department for the purpose of determining the existence of reasonable standards for the safety, security, and preservation of both accountable and non-accountable property stored therein and the proper utilization of storage space. In addition, the CPO may direct a survey of the utilization of both accountable and non-accountable property with particular regard to: order of use; overstocking; retention of excess or unserviceable equipment and material; misuse or improper care and maintenance; failure to issue property in order of receipt and application of property to use or activity other than that for which required.

3. Reports and Recommendations: Pursuant to the foregoing inspections, the CPO shall, if improper recording, storage, property usage or space utilization is found to exist, prepare reports and recommendations for correction of such conditions for submission:
 - a. To the Head of the Department concerned for his comment, for explanation of extenuating circumstances or for action and report of compliance.
 - b. For submission to the Mayor in the event satisfactory explanation is not furnished or the Head of such Department within a reasonable time does not take remedial action therefore.
4. Substitution of Procedures: Authority is delegated to the CPO to approve departures from the formal requirements of these regulations only when it is found that procedures and records not in conformity with these regulations will enable an individual Department to operate more effectively and when he determines that the purpose of these regulations will be fulfilled through use of such substitute procedures of records.

T. Forms

1. Property Disposal Action, DC 2630.8: All reports regarding transfer, disposal, loss, theft, damage, shortage, overage acquisition by gift or donation, manufacture or other occurrence involving the adjustment of property records, except acquisition by purchase, shall be submitted to the Chief, Personal Property Division on a PDA form (DC Form 2630.8A, PDA Continuation Sheet). This form is illustrated as Figure 2 in the Appendix. Supplies of such forms are to be procured by Departments or Agencies. Previous forms may be used until supplies are exhausted.

2. Accountable Property Record Card Form, DC 2630.11: All property described in Section 3.06 of these regulations may be recorded on Property Record Cards. Supplies of these cards will be procured by using Departments. Previous forms may be used until supplies are exhausted. Illustrated as Figure 3. Substitute ADP records may be used.
3. Property Receipt Form, DC 2630.12: The Property Receipt Form will be utilized for intra-departmental transfers and temporary receipt purposes. This form is illustrated as Figure 4. Supplies of the forms are to be provided by the using Departments. ADP printouts may be utilized as a substitute for this form.
4. Personal Property Inventory Form, DC 2630.9: The form prescribed for preparing inventories is the Personal Property Inventory Form, (DC 2630.9A, Personal Property Inventory Continuation Sheet). The form is illustrated as Figure 5. The using Departments provide supplies of the form. ADP printouts may be utilized as a substitute for this form.
5. Report of Personal Property Lost, Stolen, Damaged or Destroyed Form, DC 2630.10: The form describe for use in reporting the loss, theft, damage or destruction of property is Form DC 2630.10, illustrated as Figure 6. Supplies of the form are to be provided by the using Departments or Agencies.
6. Notice of Employee Indebtedness: Examples of format for notification to the Accounting Division, Department of Tax and Revenue required by Part E, Section 6 of these regulations, should conform to the illustration in Figure 7. These should be individually prepared as needed.

U. Excess and Surplus Federal Property

1. Policy: In order to obtain maximum benefits of the Federal property programs for distribution of excess and surplus personal property, District Agencies should seek to utilize such property in the conduct of their programs whenever it is practicable and economically feasible to do so.

2. **Surplus Federal Property:** This term denotes property excess to the requirements of all Federal Agencies. Property certified to be useable for educational, health and civil defense purposes is obtainable through the Personal Property Division, Office of Contracting and Procurement, upon application from qualified public and private schools, hospitals and civil defense organizations. The General Services Administration, (GSA) promulgates qualification standards for eligibility, under a program administered in the District of Columbia by the Personal Property Division.
3. **Excess Federal Property:** This term denotes property excess to the requirements of one or more Federal Agencies but available for transfer and utilization by all District Departments usually at no cost, however, some items are classified as Exchange/Sale property and are offered on a reimbursable basis by the holding agency for a small percentage of the original acquisition cost. This property is available through the Personal Property Division.
4. **Acquisition Procedures:** District Agencies qualifying for either of the foregoing classes of property may list wants with the Personal Property Division who will attempt to locate the property at known sources. In appropriate cases, the requesting Agency will be requested to, or be given the opportunity to, inspect such property before acquisition. In addition, some types of general use property are acquired and stocked in warehouses operated by the Personal Property Division where it is available upon requisition, utilizing forms available at these locations.
5. **Locating and Inspecting Property:** Liaison with Federal sources of property is to be maintained by the Chief, Personal Property Division which shall make the necessary contacts among Federal property personnel to locate property, inspect the same as to condition, suitability and adaptability for District utilization, and process the documents necessary for its acquisition.

Agency personnel having knowledge of Federal property available for transfer to the District and required for use in his Department shall inform the Personal Property Division and shall make no direct inquiry or inspection thereof without prior approval from that office. Opportunity to inspect such property shall be afforded requisitioning agencies before final acquisition action is taken.

6. Acquisition of Mechanical Equipment: Such acquisitions may be for replacement of existing equipment or may be for equipment additional to that already in use, or for a new function. Requests for any equipment requiring personnel to operate and maintain must be submitted on DC 2630.13 (Forms may be obtained from the Personal Property Division). Any such request, whether no charge or Exchange/Sale items which would require additional operating personnel or significant additional maintenance and operating expense must be fully justified before approval, including a statement showing that funds are available for reimbursement of Exchange/Sale items and how the cost of operation and maintenance will be absorbed for the current and future years. All request will be subject to approval by the Chief, Personal Property Division, except that he shall refer request for additional equipment to the Office of Budget and Program Analysis for review and recommendation prior to such approval.

In addition to the foregoing requirement, the acquisition of any specific equipment will not be approved until there has been submitted and inspection report prepared by a competent technician, giving the following minimum information:

- a. Name, Make, Model, serial number or other identifying data, together with use, capacity, size, or other data by which the nature of the equipment may be determined.
- b. An evaluation of the present operating condition, with data as to age, mileage, hours of use or other significant readings.
- c. Estimate of cost to transport, repair and/or install, or to otherwise place in satisfactory operating condition.
- d. A determination as to the present and future availability of repair parts.
- e. An estimate of the remaining useful life of the requested equipment after necessary repairs and/or installation.

No passenger-carrying motor vehicle may be acquired by transfer from another Agency without Congressional authorization, except in cases of transfer of surplus vehicles without reimbursement for replacement purposes if no augmentation results in the number of passenger vehicles authorized, or for temporary use during an emergency if the rental of passenger vehicles is permitted.